

# CEA

## CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.**

**DEPARTMENT:** Department of Corrections and Rehabilitation

**POSITION:** Project Director, Dental Program  
Division of Correctional Health Care Services  
CEA Level 2

### **PENDING CONTROL AGENCY APPROVAL**

**FINAL FILING DATE:** May 9, 2007

**SALARY RANGE:** \$7,558 - \$8,333

### **DUTIES/RESPONSIBILITIES:**

Under the general direction of the Statewide Dental Director, Division of Correctional Health Care Services (DCHCS), the Project Director, Dental Program manages strategic planning, project implementation, and performance management for the Dental Program. The statewide program under the Project Director's purview serves a potential patient load of over 160,000 adult inmates at 33 California Department of Corrections and Rehabilitation (CDCR) institutions. The Project Director of the Dental Program has direct line supervision over four Health Program Manager II's, one Health Program Specialist II, as well as functional responsibility for approximately 60 DCHCS staff of varying levels, located at both headquarters and in the field, participating in project teams.

Duties include, but are not limited to:

- Direct the development of the annual strategic plan that sets Dental Program priorities for the year; and set goals, strategies, and measurable objectives. Guide project team members in the development of initiatives to accomplish annual strategic objectives. Design and track the implementation plan for the strategic plan assess progress periodically, and report on the status of strategic plan implementation to DCHCS executives. Incorporate any litigation compliance requirements and reporting

responsibilities into the strategic plan and implementation plan, especially as related to dental class action litigation. Identify areas in the Dental Plan requiring modification and facilitate efforts to modify the strategic plan appropriately. Oversee the design of a system for data collection and routine reporting on measurable objectives.

- Coordinate performance management efforts within the Dental Program. Facilitate meetings of a Performance Management System subcommittee that includes high level clinical chiefs and administrators within the DCHCS and addresses program issues. Direct project team members in setting Dental Program standards, developing and processing management reports, and evaluating program performance. Serve on the DCHCS Quality Management Committee as a voting member, providing input into final policy-making decisions, approving or disapproving proposed policies and protocols, and identifying areas of overlap between health program projects.
- Work with contract consultants to ensure policy deliverables and to integrate deliverables into the strategic plan. Serve as a primary liaison with the federal court, producing implementation plans for court orders to ensure litigation compliance. Serve as a primary liaison with state agency partners, participating in Memorandum of Understanding negotiations to ensure compliance with the goals and objectives outlined in the program strategic plan.
- Present regular status reports to DCHCS Executive Staff. Participate in the day-to-day planning, organization, and direction of program resources, monitor budget expenditures, and recommend methods for cost savings or avoidance. Represent the Director and Statewide Dental Director, at meetings involving the Federal court, members of the Legislature and the Department of Finance; represent the Department as a subject matter expert on strategic planning and performance management issues.
- Hire, evaluate, train, motivate, discipline, and otherwise manage employees under direct line and indirect line supervision of the Project Director. Perform other duties as assigned to support the implementation of the Performance Management System at DCHCS.

#### **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

##### **Either I**

Must be a civil service employee with permanent civil service status.

##### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

##### **Or III**

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

## **DESIRABLE QUALIFICATIONS:**

- Experience in the management of large projects, including proven ability to direct a project team composed of members from diverse disciplines and perspectives in the development of a strategic plan.
- Well-developed oral, written, and interpersonal skills to effectively communicate with Executive Leadership and stakeholder groups.
- The ability to interact effectively with CDCR managers and staff, the public, law enforcement, and other governmental agencies.
- Experience in negotiation and coordination with outside stakeholders.
- Experience in strategic planning, budget management, and program evaluation.
- Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures.
- A broad knowledge of State government including, but not limited to, personnel and budget policies and procedures.
- Ability to provide leadership, oversight, and direction to team members.
- Ability to develop and implement project plans, schedules, and budgets to ensure projects are completed on time within the available resources.

Supervisory/administrative experience in a managerial capacity at least equivalent to a staff Services Manager II, Correctional Administrator, or Parole Administrator I, including the execution and/or evaluation of program policies. Experience which has demonstrated the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

## **KNOWLEDGE AND ABILITIES:**

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's or Youth and Adult Correctional Agency's (Agency) equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and

Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's equal employment opportunity objectives.

### EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Candidates may or may not be scheduled for an interview. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length and no less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS OR EXCEED FOUR PAGES WILL BE ELIMINATED FROM THE EXAMINATION.**

### USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Project Director, Dental Program, Division of Correctional Health Care Services, CEA Level 2 vacancy. For further information regarding this position, please contact Toni Dodds at (916) 327-8033.

### FILING INSTRUCTIONS:

A Standard State Application (Form 678), Resume, and Statement of Qualifications must be submitted and postmarked by May 9, 2007 to Toni Dodds, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.

## **GENERAL INFORMATION:**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination, and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

### **DEPARTMENT OF CORRECTIONS AND REHABILITATIONS**

**VISION STATEMENT:** *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

**MISSION STATEMENT:** *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*